

Land at Office Farm,
Mutton Lane,
Brandeston,
Suffolk.
(Phase 2)
BRN 013

Archaeological Evaluation Report

SCCAS Report No. 2013/106

Client: Landex Property

Author: Linzi Everett

August 2013

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HER Information

Report Number: 2013/106
Site Name: Land at Office Farm, Mutton Lane, Brandeston
Planning Application No: C/12/1939
Date of Fieldwork: 12th August 2013
Grid Reference: TM 2497 6084
Commissioned by: Landex Property
Curatorial Officer: Richard Hoggett
Project Officer: Linzi Everett
Oasis Reference: suffolkc1- 157537
Site Code: BRN 013

Digital report submitted to Archaeological Data Service:

<http://ads.ahds.ac.uk/catalogue/library/greylit>

Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of the Field Projects Team alone. Ultimately the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors when a planning application is registered. Suffolk County Council's archaeological contracting services cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Prepared By: Linzi Everett

Date: August 2013

Approved By: Dr Rhodri Gardner

Position: Contracts Manager

Date:

Signed:

Contents

Summary

1. Introduction	1
2. Geology and topography	1
3. Archaeology and historical background	1
4. Methodology	3
5. Results	4
6. Discussion	6
7. Archive deposition	6

List of Figures

Figure 1. Site location	2
Figure 2. Location of trenches and features in Trench 2	3

List of Tables

Table 1. Trench dimensions	4
----------------------------	---

List of Plates

Plate 1. Trench 4, looking east	5
Plate 2. Trench 4 soil profile	5
Plate 3. Trench 5, looking north	5
Plate 4. Trench 7, looking north	5
Plate 5. Trench 6, looking east	5
Plate 6. Trench 6 soil profile	5

List of Appendices

Appendix I. WSI	7
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Summary

An area of 0.3 hectares was evaluated by trial trenching as a condition of planning permission to develop the site. Four trenches were excavated, one of which produced a large pond type feature containing a small quantity of 18th-19th century finds. The study area had been heavily disturbed by modern agricultural buildings.

1. Introduction

A trial trench evaluation was carried out on land at Office Farm, Mutton Lane, Brandeston (BRN 013; TM 2495 6078). The proposed development area (hereafter referred to as 'the site') consisted of an area of c.0.3 hectares.

The evaluation was carried out prior to submission of a planning application for development, according to a Brief and Specification issued by Richard Hoggett, which outlined the manner of the fieldwork, and a Written Scheme of Investigation (WSI) detailing the archaeological methodology (Gardner, 2013).

The trial trenching was conducted by the Field Team of the Suffolk County Council Archaeological Service (SCCAS) on the 12th August 2013.

The site has been recorded with the County Historic Environment Record (HER) code BRN 013.

2. Geology and topography

The site is located on glacial chalky clay deposits on the western valley side of a tributary of the River Deben, at a height of approximately 31m OD. It is bounded by Mutton Lane on the west, vacant land to the south, and agricultural land to the north and east.

3. Archaeology and historical background

The site's potential was based on its location within an area of archaeological interest recorded in the Suffolk HER, within the historic settlement core of Brandeston and south of two 16th century listed buildings. In 2012, the site directly south of this site was subject to archaeological evaluation (SCCAS report no. 2012/108) which identified a dense but discreet spread of Roman artefacts and ditches.

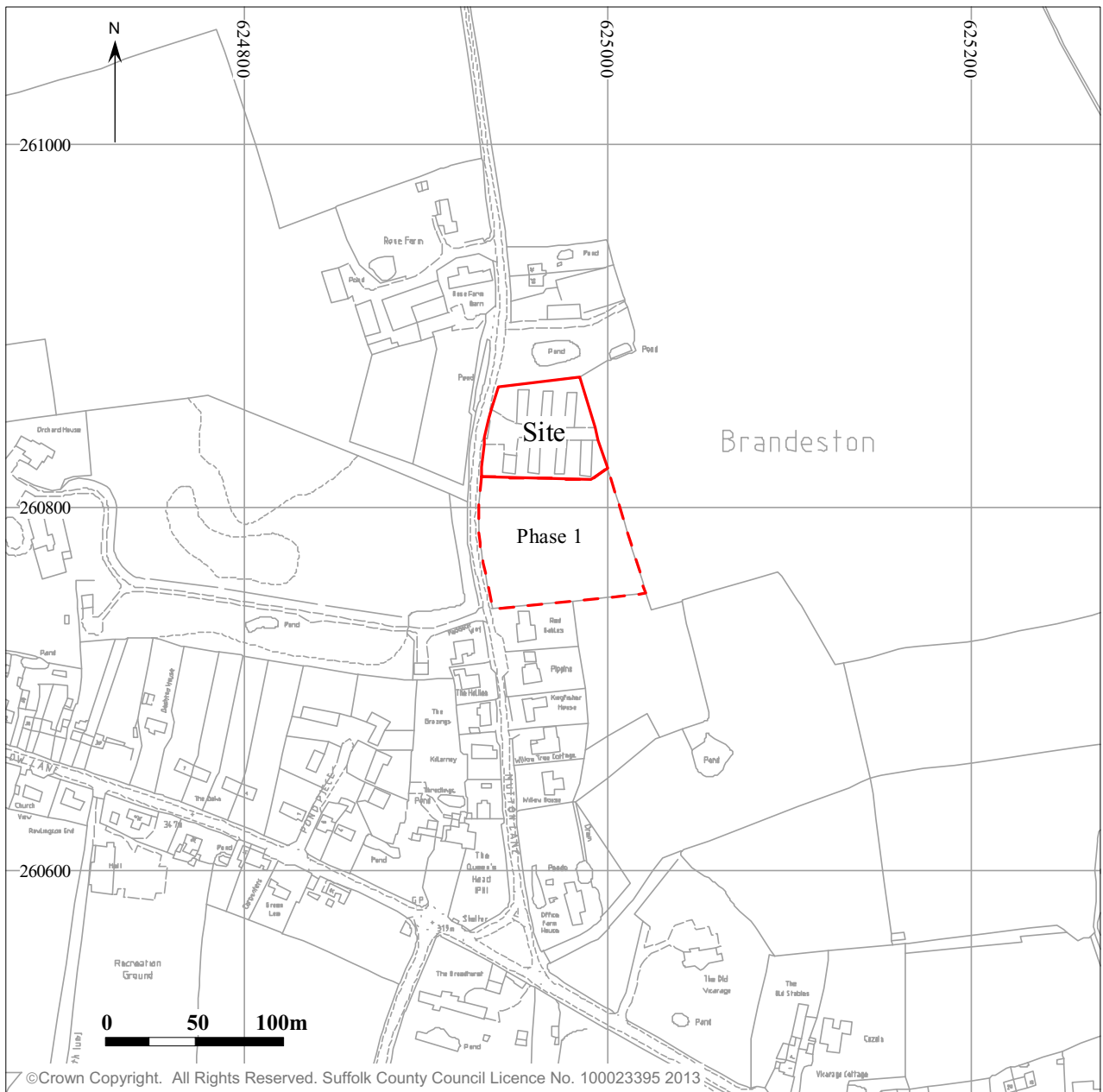


Figure 1. Site location



Figure 2. Location of trenches

4. Methodology

Trenching was conducted using a JCB mechanical digger equipped with a 1.5m wide toothless ditching bucket. All machining was observed by an archaeologist standing adjacent to or within the trench. Topsoil was removed by machine to reveal undisturbed natural subsoil and/or archaeological deposits.

The base of each trench was examined for features or finds of archaeological interest. The upcast soil was examined visually for any archaeological finds and subject to a metal detector search. Records were made of the position and length of trenches and the depths of deposit encountered.

The site has been given the Suffolk HER code BRN 013. All elements of the site archive are identified with this code, continuing a sequence started during the earlier phase of trenching. An OASIS record (for the Archaeological Data Service) has been initiated and the reference code suffolkc1- 157537 has been used for this project.

5. Results

Following the demolition of a series of chicken sheds and removal of associated concrete slabs, four trenches were excavated across the site (Fig. 2) through 0.25m - 0.45m of dark brown silty loamy clay topsoil containing frequent building rubble. This sealed the natural subsoil, a pale yellowish brown chalky boulder clay with patches of orangey brown gravelly clay.

A total area of 128 square metres was excavated. Trench dimensions are recorded in the table below:

Trench	Length	Area	Depth	Features
4	20m	32m ²	0.45m	-
5	20m	32m ²	0.3m	-
6	20m	32m ²	0.85m	0012
7	20m	32m ²	0.25m	-

Table 1. Trench dimensions

A large, deep feature observed in Trench 6. 0012 was present throughout the eastern end of the trench, its sloping sides and gradual break of slope visible in the trench section approximately 5m from the western limit of the trench. Its fill, 0013, was a mid bluish grey silty sandy clay, very damp with a strong sulphurous smell. The natural clay subsoil at the base of the feature was stained a blue grey colour. Post-medieval pottery and clay pipe were recovered from the fill.

No other archaeological features were observed in the trenches, nor was any artefactual evidence recovered from the upcast spoil.



Plate 1. Trench 4, looking east



Plate 2. Trench 4 soil profile



Plate 3. Trench 5, looking north



Plate 4. Trench 7, looking north



Plate 5. Trench 6, looking east



Plate 6. Trench 6 soil profile

6. Discussion

The only archaeological feature observed in the trenches was a large pit in the south east corner of the site. Its form and damp fill was suggestive of a former pond-type feature and the finds recovered point towards it going out of use sometime in the post-medieval period. No such feature is marked on the 1880's Ordnance Survey map, indicating that it was no longer an open feature by then.

Despite the presence of Roman features and artefacts immediately south of the site, no evidence relating to this or any other date was found during trenching. The site had been heavily disturbed by modern agricultural buildings which may have destroyed any other archaeological features present, particularly given how shallow the Roman evidence was in the previous phase of trenching.

7. Archive deposition

The archive is lodged with the SCCAS at its Ipswich office under the HER reference BRN 013. A summary of this project has also been entered onto OASIS, the online archaeological database, under the reference suffolkc1- 157537.

Digital archive: R:\Environmental Protection\Conservation\Archaeology\Archive\Brandeston\BRN 013 Office Farm Mutton Lane Phase 2

Land at Office Farm, Mutton Lane, Brandeston, Suffolk (Phase 2)

Archaeological Evaluation by Trial Trench

**Written Scheme of Investigation
&
Safety Statement and Risk Assessment**

**Prepared by Suffolk County Council Archaeological Service
August 2013**

Document Control

Title: Land at Office Farm, Mutton Lane, Brandeston, Suffolk
Date: 07/08/13
Issued by: Suffolk County Council Archaeological Service Field Team
Author: Rhodri Gardner
Issued to: Richard Hoggett (SCCAS Conservation Team)

Contents

1. Background
2. Project Details
3. Archaeological Method Statement
4. Risk Assessment

Figures

1. Site location
2. Trench locations

Appendices

1. SCC Health and Safety Policy
2. Risk Assessments
3. SCC Insurance Certification

1. Background

- 1.1 The Field Team of the Suffolk County Council Archaeological Service (SCCAS) have been asked by Landex Properties to prepare documentation for a programme of archaeological evaluation by trial trench at the above site (Fig 1). This Written Scheme of Investigation (WSI) covers that work only. Any further stages of archaeological work that might be required in relation to the proposed development would be subject to new documentation.
- 1.2 The site lies to the north of the historic core of Brandeston with its centre at approximately NGR TM 249 608.
- 1.3 The work is to be undertaken as a condition of planning application C/11/1144.
- 1.4 The archaeological investigation will be conducted in accordance with a Brief and Specification produced by Richard Hoggett of the SCCAS Conservation Team.
- 1.5 The site lies immediately north of a group of early Roman ditches and a Roman pottery spread, as recorded in the County HER (BRN 013).
- 1.6 This WSI complies with the requirements of SCC's standard Requirements for a Trenched Archaeological Evaluation (2011 Ver 1.3), as well as the following national and regional guidance 'Standards and Guidance for Archaeological Excavation' (IFA, 1995, revised 2001) and 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003).

1.1 Research aims

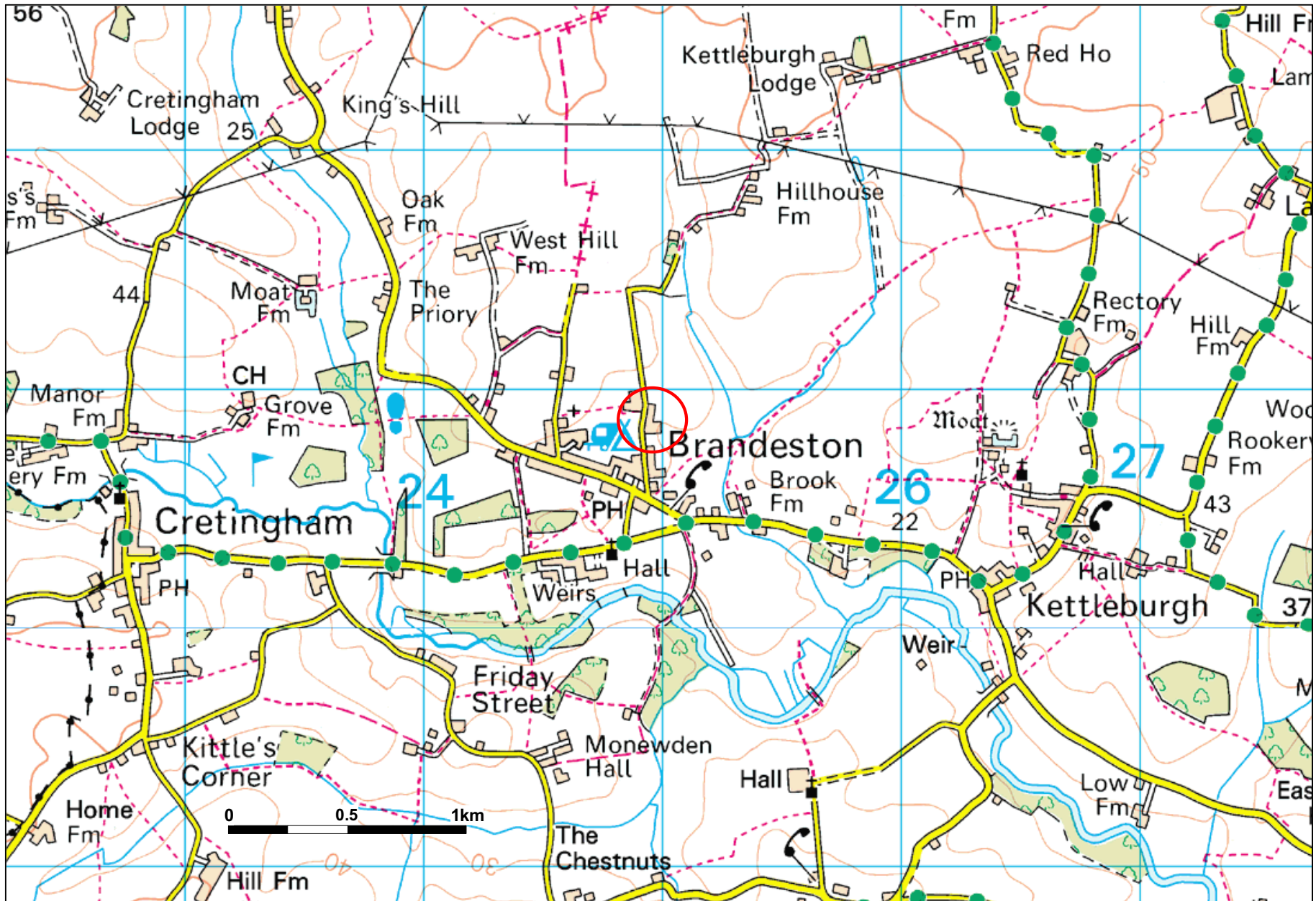
The research aims of this trial trench evaluations are as follows, as typically described by an LPA brief:

RA1: Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.

RA2: Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.

RA3: Establish the potential for the survival of environmental evidence.

RA4: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.



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Figure 1. Site Location

2 Project details

Site Name	Office Farm, Mutton Lane
Site Location/Parish	Brandeston
Grid Reference	TM 249 648
Access	Off Mutton Lane
Planning No	C/11/1144
HER code	BRN 013
OASIS Ref	Not yet allocated
SCCAS Job Code	Not yet allocated
Type:	Trial trench evaluation
Area	c. 0.3ha
Project start date	Monday 12 th August
Fieldwork duration	c. 1 day
Number of personnel on site	Up to 2

Personnel and contact numbers

Contracts Manager	Rhodri Gardner	01473 581743
Project Officer (first point of on-site contact)	TBA	-
Finds Dept	Richenda Goffin	01284 352447
Sub-contractors	N/A	
Curatorial Officer	Richard Hoggett	01284 741226
Consultant		
Developer	Landex Property	
Site landowner	Landex Property	

Emergency contacts

Local Police	Saxmundham Road, Framlingham, IP13 9DB	01473 613500
Location of nearest A&E	Heath Road, Ipswich IP4 5PD	01473 712 233
Qualified First Aiders	SCC Project Officer attending	

Hire details

Plant:	N/A	
Toilet Hire	N/A	
Tool hire:	N/A	

Other Contacts

Suffolk Fleet Maintenance		01359 270777
Suffolk Press Office		01473 264395
SCC EMS (Jezz Meredith)		01473 583288
SCC H&S (Stuart Boulter)		01473 583290

3 Archaeological method statement

3.1 Evaluation by trial trench

- 3.1.1 The archaeological fieldwork will be carried out by members of the SCCAS field team led in the field by an experienced member of staff of Project Officer Grade. The excavation team will comprise up to 1 further experienced excavators and surveyors from a pool of suitable staff at SCCAS.
- 3.1.2 Evaluation of the development area will employ trial trenches to cover approximately 5% of the proposed development area (PDA). In this case three trenches are used and located to sample the areas of the site that will face disturbance while also reducing the direct effect on proposed footing trenches.
- 3.1.3 Service information was not available at the time of writing. If previously unknown services or similar restrictions are encountered during work on site then trench layout will be amended accordingly.
- 3.1.4 *General trial trench methodology*
- 3.1.5 All trenches will be cut using a tracked mechanical excavator equipped with a toothless ditching bucket, under the constant supervision of an archaeologist. All overburden (topsoil and subsoil) will be removed stratigraphically until either the first archaeological horizon or natural deposits are encountered. Spoil will be stored adjacent to each trench and topsoil, subsoil and concrete/overburden will be kept separate for sequential backfilling.
- 3.1.6 Archaeological deposits and features will be sampled by hand excavation and the trench bases and sections cleaned as necessary in order to satisfy the project aims.
- 3.1.7 Trenches requiring access by staff for hand excavation and recording will not exceed a depth of 1.2m. Any trench in which this depth is not sufficient to meet the archaeological requirements of the Brief and Specification will be brought to the attention of the client or their agent and the Archaeological Advisor to the LPA so that further requirements can be discussed (and costed).
- 3.1.8 Deeper excavation can be undertaken provided suitable trench support is used or, where practicable, the trench sides are stepped or battered.
- 3.1.9 A site plan, which will show all trench locations, feature positions and levels AOD will be recorded using an RTK GPS or TST, depending on the specific requirements of the project. A minimum of two sections per trench will be recorded at 1:20. Feature sections and plans will be recorded at 1:20 and trench and feature plans at 1:20 or 1:50 as appropriate. Normal Field Team conventions, compatible with the County HER, will be used during the site recording.
- 3.1.10 The site will be recorded under an HER site code acquired from the Suffolk HER Office and archaeological contexts will be recorded using standard SCCAS Context Recording sheets and associated database.

- 3.1.11 A digital photographic record will be made throughout the evaluation.
- 3.1.12 All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 3.1.13 All finds will be brought back to the SCCAS Bury St Edmunds office for processing, preliminary conservation and packing. Much of the archive and assessment preparation work will be done in house, but in some circumstances it may be necessary to send some categories of finds to specialists working in other parts of the country.
- 3.1.14 Bulk environmental soil samples (40 litres each) will be taken from suitable archaeological features and retained until an appropriate specialist has assessed their potential for palaeo-environmental remains. Decisions will be made on the need for further analysis following this assessment. If necessary advice will be sought from English Heritage's Regional Advisor in Archaeological Science on the need for specialist environmental sampling.
- 3.1.15 In the event of human remains being encountered on the site, guidelines from the Ministry of Justice will be followed. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ*. During the evaluation any exposed human remains will be securely covered and hidden from the public view at all times when they are not attended by staff. At the conclusion of the work backfilling will be carried out in a manner sensitive to the preservation of such remains.
- 3.1.16 If circumstances dictate that the lifting of human remains is unavoidable then a Ministry of Justice Licence for their removal will be obtained prior to their removal from site.



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Figure 2. Proposed trench locations (red)

3.3 Reporting, archive and OASIS record

- 3.3.1 A unique HER number will be acquired from the Suffolk HER prior to the start of the fieldwork. This will be clearly marked on all documentation relating to the project.
- 3.3.2 All artefactual material recovered will be held by the SCC Contracting Team until their analysis of the material is complete. Ownership of all such archaeological finds will then be given over to the relevant authority. There is a presumption that this will be SCCAS/CT, who will hold the material in suitable storage to facilitate future study and ensure its proper preservation.
- 3.3.3 In the event that artefacts of significant monetary value are discovered separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.
- 3.3.4 The project archive shall be compiled in accordance with the guidelines issued by the SCCAS/CT (2010). The client is aware of the costs of archiving and provision has been made to cover these costs in our agreement with them.
- 3.3.5 Specialist finds staff will be used, who are experienced in local and regional types and periods for their field.
- 3.3.6 All site data will be entered on a computerised database compatible with the County HER. All site plans and sections will be copied to form a permanent archive on archivally stable material. Ordnance Datum levels will be on the section sheets. The photographic archive will be fully catalogued within the County HER photographic index.
- 3.3.7 All finds will be processed, marked and bagged/boxed to County HER requirements. Where appropriate finds will be marked with a site code and a context number.
- 3.3.8 Bulk finds will be fully quantified on a computerised database compatible with the County HER. Quantification will fully cover weights and numbers of finds by OP and context with a clear statement for specialists on the degree of apparent residuality observed.
- 3.3.9 Metal finds on site will be stored in accordance with ICON guidelines, initially recorded assessed for significance before dispatch to a conservation laboratory within 4 weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts will be x-rayed and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- 3.3.10 The site archive will meet the standards set by 'The Guideline for the preparation of site archives and assessments of all finds other than fired clay vessels' of the Roman Finds Group and Finds Research Group AD700 - 1700 (1993).

- 3.3.11 The pottery will be recorded and archived to a standard consistent with the Draft Guidelines of the Medieval Pottery Research Group and Guidelines for the archiving of Roman Pottery, SGRP (ed. M.G. Darling, 1994).
- 3.3.12 Environmental samples will be processed and assessed to standards set by the Regional Environmental Archaeologist with a clear statement of potential for further analysis.
- 3.3.13 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- 3.3.14 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).
- 3.3.15 A report on the results of the evaluation will be completed c. 6 weeks after the completion of the fieldwork. A draft of the report will be submitted to SCCAS/CT for approval.
- 3.3.16 On receipt of approval of the report from SCCAS/CT hard and digital copies will be sent to the Suffolk HER.
- 3.3.17 Because of the phased nature of this evaluation it is proposed that a full report only be compiled on completion of *both* phases. However, in order to inform the LPA's decision (due mid July) as fully as possible an interim report will be produced following the completion of the Phase 1 fieldwork. This will comprise a plan of all features encountered, along with spot dating information where required.
- 3.3.18 The Suffolk HER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. The SCCAS Contracting Team will provide appropriate details relating to this project by completing the OASIS form at <http://ads.ahds.ac.uk/project/oasis>. The completed form will be included as an appendix to the final report.

4 Risk assessment

4.1 General

4.1.1 The project will be carried out in accordance with the Suffolk County Council statement on Health and Safety at all times. Particular hazards to SCCAS staff and subcontractors identified with this project are as follows:

Outdoor working – hazards to staff from weather conditions and uneven ground.

Manual excavation – the main hazards are to staff from the use of tools, shallow holes and the resultant trip hazards, live services and ground contamination.

Mechanised excavation, site stripping etc. – the most significant hazard from this activity is working in close proximity with plant machinery.

4.1.2 Specific risk assessments for each are provided in Appendix 3.

4.1.3 All SCCAS staff are experienced in working under similar conditions and on similar sites to the present site and are aware of all SCCAS H&S policies. All staff will be issued with a copy of the project's risk assessment and will receive a safety induction from the Project Officer. All permanent SCCAS excavation staff are holders of CSCS cards.

4.1.4 From time to time it may be necessary for site visits by external specialists, SCCAS Conservation Team members and other SCC staff. All such staff and visitors will be issued with the appropriate PPE and will undergo the required inductions. PPE is not restricted to the list below – additional items will be provided if circumstances require it.

4.1.5 PPE required in this case includes:

- Hard Hat (to EN397)
- High Visibility Clothing (EN471 Class 2 or greater)
- Safety Footwear (EN345/EN ISO 20346 or greater – to include additional penetration-resistant midsole)

4.1.6 Other PPE that may be deployed as necessary includes:

- Gloves (to EN388)
- Eye Protection (safety glasses to at least EN 166 1F)

4.1.7 Site staff, official visitors and volunteers are all covered by Suffolk County Council insurance policies (see Appendix 2).

4.2 Environmental controls

- 4.2.1 Suffolk County Council is firmly dedicated to following an EMS policy. All our preferred providers and subcontractors have been issued with environmental guidelines. Holmes Plant and Construction, who are providing plant in this instance, are one such provider.
- 4.2.2 On site the SCCAS Project Officer will police environmental concerns. In the event of spillage or contamination EMS reporting and procedures will be carried out in consultation with Jez Meredith (SCCAS EMS Officer). All rubbish will be bagged and removed either to areas designated by the client or returned to SCC property for disposal.

4.3 Plant and equipment details

- 4.3.1 A wheeled JCB mechanical excavator equipped with a full suite of buckets will be required for the trial trenching. The sub-contracted plant machinery will be accompanied by a fully qualified operator who will hold an up-to-date Construction Plant Competence Scheme (CPCS) card (approved by the Construction Industry Training Board).
- 4.3.2 The plant machinery will be well serviced and be as quiet a model as is practicable. It will come equipped with appropriate spill kit and drip trays. It will only refuel in a single designated area, as defined by the SCCAS. If required all refuelling, will be carried out using electrically operated pumps and will only be done when drip trays are deployed.
- 4.3.3 Other plant details and appropriate certification can be supplied by our preferred sub-contractor: B&A Holmes Plant Hire, Hall Farm, Hall Lane, Otley, Ipswich (Tel: 01473890766).

4.4 Hazardous substances

- 4.4.1 No hazardous substances are specifically required in order to undertake the archaeological works.

4.5 Services

- 4.5.1 A full services survey had not been provided at the time of writing this document. Appropriate measures will be taken to avoid previously unidentified services.

4.6 Lighting

- 4.6.1 No trenches are to be excavated indoors and no special requirements are necessary.

4.7 Access/Egress

- 4.7.1 All movements to and from site will respect any existing perimeter fencing/hoarding with all points of entry returned to their locked condition (if applicable), with the site kept secure via any existing means at all times.

Site induction sign off sheet

Name	Signature	Date

Appendix 1. Suffolk County Council Health and Safety Policy

Health & Safety Policy – HS01



Health and Safety Policy Section 1 - General Statement of Policy

Suffolk County Council is fully committed to comply with the Health and Safety at Work Act etc 1974 and associated legislation.

We recognise that good health, safety and wellbeing is integral to our organisational and business performance by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities. Our service delivery decisions will always consider the impact on health, safety and wellbeing.

We aim to be exemplary in all matters relating to the health, safety and welfare of our staff and all those who may be affected by our activities. To this end we will:

- benchmark our health & safety performance against other similar organisations;
- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision with adequate professional advice;
- ensure all employees are competent to do their tasks, and give them adequate training;
- prevent incidents, injuries and cases of work-related ill health;
- maintain safe and healthy working conditions;
- commit to progressive improvement in health & safety performance using current recognised good practice such as 'HSG65' and similar models of continuous improvement;
- review and revise this policy as necessary at regular intervals.

Signed:  Chief Executive.

Date: 

Signed:  Leader.

Date: 

Review date: Date: January 2014

If you need help to understand this information in another language or would like this information in another format, including audio tape or large print, please call **08456 066 067**.

Appendix 2. Risk Assessments



Specific Risk Assessments for Archaeological Evaluation: Office Farm, Brandeston

- 1 Working with plant machinery
- 2 Physical work in an outdoor setting
- 3 Deep excavations
- 4 Use of hand tools
- 5 Damage to services

1-5 = Low risk

6-12 = Medium risk

20-25 = High risk

Risk Assessment 1 Working with plant machinery

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Direction and supervision of mechanical excavator.	Various.	Staff in close proximity to excavation (operation of bucket & manoeuvre of boom).	Accidental contact with boom or bucket or unexpected movement of machine.	Principally SPO/PO, but at times may involve others.	10	<p>Only PO to supervise machinery.</p> <p>No personnel to be within radius of boom.</p> <p>All staff to wear high visibility clothing, hard hats and safety footwear at all times.</p>	5	R V Gardner	07/08/13	<p>Call emergency services.</p> <p>First Aid if required.</p>

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 2 Physical work in an outdoor setting

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Hand excavations of archaeological features.	Various.	Extremes of heat, cold and wet weather. Trip hazards.	Hypothermia, heat stroke, sunburn. Minor injuries.	All field staff.	9	All staff provided with appropriate clothing for weather conditions. No staff to work alone in extreme conditions. Regular sweep for trip hazards.	2	R Gardner	07/08/13	First Aid if required. Call emergency services if necessary.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 3 Deep excavations

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Excavation of trial trenches and archaeological features within.	Various.	Trench collapse, falls, and work in confined spaces.	Physical injury (minor to rare major examples), suffocation.	All field staff.	12	No excavation beyond safe depth in any circumstances (not necessary for evaluation stage of works). No excavation of trenches beyond depth of 1.2m (or shallower where there is risk of collapse in the judgement of the PO if deposits are unconsolidated).	2	R Gardner	07/08/13	Call emergency services. First Aid if required.

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 4 Use of hand tools

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Excavation of archaeological features using shovels, mattocks, forks, wheelbarrows and small tools	Various.	Splinters from poorly maintained equipment, trip hazards from unused equipment, accidental striking of personnel in close proximity, some heavy lifting.	Minor injuries.	All field staff.	8	Ensure all tools in serviceable condition. Careful policing of temporarily unused equipment (e.g. no discarded hand tools near trench edges). Ensure all tools carried appropriately.	4	R Gardner	07/08/13	First Aid if required.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 5 Damage to services

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Machine cutting of trial trenches.	Various.	Accidental damage to cables or services (water, electrical etc.).	Electrocution, environmental damage/pollution, cost implications.	Machine operator and PO.	6	Client to provide survey of any known services. Carefully observed machine excavation under full supervision. Use of CAT scanner.	2	R Gardner	07/08/13	Call emergency services. First Aid if required. Any pollution to be reported to Environmental Manager immediately.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Appendix 3. SCC Liability Insurance Certification



To Whom It May Concern

Our ref: Our Ref: QLA-19A004-0013 17 July, 2012

Zurich Municipal Customer: Suffolk County Council

This is to confirm that Suffolk County Council have in force with this Company until the policy expiry on 31/07/2013 Insurance incorporating the following essential features:

Policy Number: QLA-19A004-0013

Limit of Indemnity:

Public Liability:	£ 50,000,000	any one event
Products Liability:	£ 50,000,000	for all claims in the
Pollution:) aggregate during any one period of insurance	
Employers' Liability:	£ 50,000,000	any one event inclusive of costs

Zurich Municipal
Zurich House
2 Gladiator Way
Farnborough
Hampshire
GU14 6GB

Telephone 0870 2418050
Direct Phone 01252 384594
Direct Fax 01252 0
E-mail
sally.rose@uk.zurich.com@zurich.com

Communications will be monitored regularly to improve our service and for security and regulatory purposes

Zurich Municipal is a trading name of Zurich Insurance plc

A public limited company incorporated in Ireland. Registration No. 13460
Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.

UK branch registered in England and Wales
Registration No. BR7985.

UK Branch Head Office: The Zurich Centre,
3000 Parkway, Whiteley, Fareham,
Hampshire PO15 7JZ

Authorised by the Irish Financial Regulator and subject to limited regulation by the Financial Services Authority. Details about the extent of our regulation by the Financial Services Authority are available from us on request.

6/7/10/02 (108353A02) 1002 MIGH

Excess :

Public Liability/Products Liability/Pollution: £ £311,000 any one event
Employers' Liability: £ £311,000 any one claim

Indemnity to Principals :

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy :

The policy documents should be referred to for details of full cover.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Sally Rose'.

Sally Rose
Underwriting Services
Zurich Municipal
Farnborough



To Whom It May Concern

Our ref: SS/PS/B'HAM

14 August, 2012

Zurich Municipal Customer: Suffolk County Council

This is to confirm that Suffolk County Council have in force with this Company until the policy expiry on 31st July 2013 Professional Negligence Insurance incorporating the following essential features:

Policy Number: QLA-19A004-0013

Services covered: Service C - Archeology

Limit of Indemnity: £ 5,000,000 any one claim and *in the aggregate for all claims* first made against the Insured and notified to Zurich Municipal during the period of insurance

Excess : £ 311,507 any one claim

Retroactive Date: 01/08/2006

Exclusions

Standard insurance market exclusions apply, notably exclusion of Pollution other than sudden and accidental; punitive or exemplary damages; express warranties or guarantees; claims the cause of which occurred prior to the Retroactive Date.

This is a brief summary and the full policy should always be referred to for exact details of cover.

Yours faithfully

Sally Rose
Underwriting Services
Zurich Municipal

Zurich Municipal
Zurich House
2 Gladiator Way
Farnborough
Hampshire
GU14 6GB

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